The City of Beaverton
Neighborhood Program Matching Grant Fund
APPLICATION INFORMATION
FY 2011 - 2012

Beaverton
OREGON

The Best of Oregon

CITY OF BEAVERTON
Neighborhood
Program

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Neighborhood Program

City of Beaverton Neighborhood Matching Fund

Overview

The Neighborhood Matching Fund (MF), established in 1995, fosters a special partnership between the City of Beaverton and its Neighborhood Association Committees (NACs). Through an application process, qualifying NACs will receive dollar for dollar matching funds for specific projects. Award decisions are made by the Neighborhood Program Manager, following recommendations of a review panel formed for this purpose. The Matching Fund encourages involvement of residents and other public and private organizations to support neighborhood-initiated planning, community-building, or improvement projects. This fiscal year, the City is providing up to $10,000 to match the NACs' contribution for projects that are located in the neighborhood. The City will match each NAC that participates in the program up to $1,500 per project. Each NAC is not limited to one project per fiscal year and may submit more then one application annually. Neighborhood contributions may come in the form of cash, donated professional services, donated equipment or materials, or volunteer hours valued at $21.36 per hour (As of 2010.) as determined by Independent Sector, a leadership forum for charities, foundations, and corporate giving programs that estimates the dollar value of volunteer time annually.

To receive support projects must:	*Projects <u>not eligible</u> for funding:*
- Provide a public benefit, - Result in a product, which benefits a NAC or the larger Beaverton community, - Be feasible for completion by June 15, 2012, - Involve the benefiting neighborhood in project identification, planning, and execution, - Emphasize neighborhood self-help, or - Be educational, community-building, or a public physical improvement.	- Duplication of an existing private or public program or service, - Ongoing services or requests that support service organizations' operating budgets, - Projects that conflict with existing City policy, - Projects exceeding the duration of one year, or - Maintenance of projects built with previous Neighborhood Matching Funds.

MATCHING FUND PROJECT IDEAS

The following is a list of some projects that the City has funded in the past:

- Wrought Iron Bench or Trash Bin
- Supplies For NAC Meetings
- Ground Level Planters
- Tree Planting
- Sandwich Boards to Announce NAC Meetings
- Neighborhood Entrance Signs

OTHER IDEAS BY PROJECT CATEGORY

1. **Neighborhood Physical Improvements**
   - Materials and services to be used toward improvements such as playgrounds, common areas, park amenities, community gardens, neighborhood markers, identity signs, banners, trash cans, benches, etc.

2. **Neighborhood Organizing / Organizational Development**
   - Activities, services, and materials that generate new neighborhood membership, grow the organization or educate neighborhood leadership toward the organization's development and continued operation

3. **Neighborhood Preservation**
   - Materials, programs or services that sustain or improve the health, public safety, and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood's aesthetic quality such as community property maintenance programs or beautification programs

4. **Neighborhood Cultural, Social, and Recreational Initiatives**
   - Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled, or elderly and cultural activities such as music, dance, or art programs

Recommended Steps in Developing a Successful Neighborhood Matching Fund Project

Step 1: Select a Project for your Neighborhood. Build neighborhood support.
Choose a project that will generate as much community support as possible and addresses a known problem or concern. The entire neighborhood should be involved in identifying and shaping the project. Including the entire neighborhood in the development of the project will increase support for the project.

Step 2: Gain Site Control
If your project involves use of or changes to any kind of property which your organization does not own, you must obtain written permission from the owner, i.e. Beaverton School District, Tualatin Hills Park & Recreation District, Beaverton Engineering Department, or private property owner. It is critical that you contact the property owner as early as possible.

Step 3: Develop the Scope of the Project
Successful projects have a well-defined set of goals and objectives, as well as a list of the steps and activities required to meet those goals and objectives. You may want to consult with another neighborhood group that has done a similar project, ask members of your NAC with professional experience, talk to someone at the City of Beaverton who knows about this kind of project or could put you in touch with the appropriate person to assist your NAC with its project.

Step 4: Research the Regulations
Many projects need permits, insurance, or design review before proceeding. Find out what regulations and permits apply to your project. A pre-application conference with the appropriate City staff may be needed to outline the necessary steps that need to be taken.

Step 5: Determine Resources Needed
Develop a list of all the resources needed at each step of the way. Resources include expertise, equipment, supplies, postage, volunteers, services, etc.

Step 6: Develop a Project Budget
Each matching fund project must be matched dollar for dollar with cash, volunteer time, or donated in-kind services and/or material. Take a look at page 9 of this application for ideas on how to match neighborhood grant funds.

It is very important that you have a good sense of the costs involved with the project. As your project takes shape you will undoubtedly add to the initial list of resources needed. As you consult with experienced people you are likely to learn of additional items you need to include. Some general things to think about which may not have been listed as resources needed include permit fees, maps and technical studies, fiscal agent fees, and requirements for competitive bidding. <u>The Neighborhood Program reimburses only 10 percent more than the originally submitted cost for the project, so a thorough budget is beneficial to the NAC.</u>

The City of Beaverton Neighborhood Matching Fund PROJECT SUMMARY FORM and REIMBURSEMENT FORMS FY 2011 – 2012

IMPORTANT: The Project Application Forms on the following three pages must be completed and turned into the Neighborhood Program office no later then the last Friday of July 2011, November 2011, or February 2012. The Reimbursement Forms, along with the project's original receipts, must be turned into the Neighborhood Office no later than June 15, 2012. NACs whose Reimbursement Forms are submitted after June 15, 2012 will not be reimbursed.

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Neighborhood Matching Fund Program Information

PROJECT APPLICATION FORMS

Please provide the Neighborhood Program with information regarding your proposed Matching Fund Project. **This three page application form is due to the Neighborhood Office on the last Friday during the months of July 2011, November 2011, or February 2012.**

Name of NAC:	
Name of Proposed Project:	
NAC Contact Person: Other Contacts (If Applicable): Note: May include a community partner working on the project.	Name: _____ Address: _____ Telephone: _____ Email: _____ Name: _____ Address: _____ Telephone: _____ Email: _____
Description of project including: a) goal/need of the project, b) how support has evolved in the neighborhood, c) who is involved, and d) what you expect the benefits to be when the project is complete. Note: Please use additional paper if needed.	

Created on 04/13/11

PROJECT APPLICATION FORMS (Continued)

Please use the following worksheets to estimate your proposed matching fund project's Revenue and Expenses, Overages or Shortages, and Total NAC Match.

PROPOSED PROJECT EXPENSES

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

Type of Cost	Description of Expense	Projected $ Amount
Salaries/Wages such as youth to cleanup after an event, babysitters, etc.		$
Contracted Services such as site planning, sidewalk installation, etc.		$
Material/Supplies such as refreshments, safety equipment, etc.		$
Communication such as long distance phone calls, internet usage, etc.		$
Printing/Reproduction such as fliers, invitations, applications, etc.		$
Rentals/Leases such as renting a PA System for an event		$
Capital Purchases such as playground equipment, trees, etc.		$
Other		$
Grand Total of Expenses	a)	$

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of NAC, Person, or, Organization	$ Amount
	$
	$
	$
	$
	$
	$

Total Cash From Partners	**b)** $

In-Kind Donations from Partners

Person/Group & Activity Performed	$ Amount
	$
	$
	$
	$
	$
	$

Total In-Kind From Partners	**c)** $

Volunteer Hours (Valued at $21.36 per hour) **Person/Group & Activity Performed**	**# of Hours X $21.36 per hour =**
	$
	$
	$
	$
	$
	$

Total Volunteer Labor	**d)** $

Grand Total of Match (b+c+d=e)	**e)** $

Project Overage or Shortage (a-e=f)	**f)** $

City Grant Request (May not exceed $1,500) **(Total cash request from the City of Beaverton)**	**g)** $

Note: The City Grant Request amount can be up to the amount listed in line "e" above, but can not exceed $1,500. Should an overage occur when filling out this application (line "f" above), the NAC may want to adjust the total amount of cash that it is contributing to the grant request in order to maximize the cash contribution from the City. This will ensure that each $1 contributed by the community in cash, volunteer time, and in-kind donations is matched with $1 from the City.

<u>TIPS TO MATCHING NEIGHBORHOOD GRANT FUNDS!</u>

Volunteer Labor (Valued at $21.36 per hour) – Keep track of all the time you spend…

o traveling, including your time and expenses such as gas, bus fare, etc.,

o filling out the application forms,

o making phone calls, emailing, faxing, and talking in person to those involved or interested in the project,

o fundraising,

o learning and/or researching the project at hand. For example, if you are interested in planting trees and spend time researching the proper trees to plant in a specific location then keep track of the time you spend doing so and the resources you used,

o presenting your ideas to the Neighborhood Association Committee (NAC), and

o increasing involvement in your NAC by including the expected hours of increased involvement as part of your match.

Donations

o Could be cash, contracted services, materials, supplies, communication, printing and reproduction, rentals, leases, capital purchases, etc.

o Anything that is donated for the project that you otherwise would have had to buy should be included. For instance, if a volunteer brings a rake to a cleanup effort the value of the rake should be identified and included when matching the grant.

PROJECT REIMBURSEMENT FORMS (Due June 15, 2012)

Once your project is approved and completed you will need to complete the following Reimbursement Forms. The following forms must be completed and turned into the Neighborhood Office with original receipts and invoices for purchases no later then June 15, 2012. Information on these forms will reflect the actual revenue and expenses that resulted from your project.

ACTUAL PROJECT EXPENSES

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

Type of Cost	Description of Expense	Projected $ Amount
Salaries/Wages such as youth to cleanup after an event, babysitters, etc.		$
Contracted Services such as site planning, sidewalk installation, etc.		$
Material/Supplies such as refreshments, safety equipment, etc.		$
Communication such as long distance phone calls, internet usage, etc.		$
Printing/Reproduction such as fliers, invitations, applications, etc.		$
Rentals/Leases such as renting a PA System for an event		$
Capital Purchases such as playground equipment, trees, etc.		$
Other		$
Grand Total of Expenses	a)	$

ACTUAL PROJECT REVENUE

Cash Donations from Partners

Name of NAC, Person, or, Organization	$ Amount
	$
	$
	$
	$
	$
	$

Total Cash From Partners   **b)** $

In-Kind Donations from Partners

Person/Group & Activity Performed	$ Amount
	$
	$
	$
	$
	$
	$

Total In-Kind From Partners   **c)** $

Volunteer Hours (Valued at $21.36 per hour)
Person/Group & Activity Performed

	# of Hours X $21.36 per hour =
	$
	$
	$
	$
	$
	$

Total Volunteer Labor   **d)** $

Grand Total of Match (b+c+d=e)   **e)** $

Project Overage or Shortage (a-e=f)   **f)** $

City Grant Request (May not exceed $1,500)   **g)** $
(Total cash request from the City of Beaverton)

Note: The City Grant Request amount can be up to the amount listed in line "e" above, but can not exceed $1,500. Should an overage occur when filling out this application (line "f" above), the NAC may want to adjust the total amount of cash that it is contributing to the grant request in order to maximize the cash contribution from the City. This will ensure that each $1 contributed by the community in cash, volunteer time, and in-kind donations is matched with $1 from the City.

Created on 04/13/11